



The **A**ccounts **P**ayable **B**ulletin

Providing you with the tools to be your very best

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"Wherever there is a human being, there is an opportunity for a kindness." - *Seneca, Roman philosopher*

Happy New Year! This edition will review the changes with the bulk mail procedures. Remember, if you have any general questions you would like answered, please email them to accountspayabledcps@duvalschools.org. For a question regarding a p.o. or non p.o. payment, PCard expense or travel reimbursement that needs an immediate response, please call **390-2151**.

Bulk Mail Procedures

- All bulk mail must now be delivered to the District Mail Center at the Main Administration Building instead of schools and departments delivering bulk mail directly to the United States Post Office.
- Bulk Mail can be picked up by your Warehouse Route Driver for delivery to the District Mail Center, but note that this can add two or three days to mail out time.
- The new **Postage Statement-Nonprofit Standard Mail (PS Form 3602-N1, January 2011)** form has to accompany all bulk mail. This form must have the red Permit 25 stamp. The stamped forms are available in the **Accounts Payable department**, Main Administration Building, 1701 Prudential Drive. Please call 390-2151, or email, accountspayabledcps@duvalschools.org, to request forms.
- **All previous forms (PS Form 3602-NZ) must not be used.**
- The new bulk mail form (**PS FORM 3602-N1**) must be completed and accompany the bulk mail to the District Mail Center. A copy of this form will be used by Accounts Payable to charge your budget for the cost of the postage. Remember, you will also be charged for all returned letters; that rate, right now, is \$1.09 per letter.

Completing the Bulk Mail Form (PS Form 3062-N1)

The form has four sections (Mailer, Mailing, Postage and Certification) on the front of the form and one section (Part B) on the back of the form that must be completed.

- Mailer-Complete all three Boxes. Box one contains the address of the District Mail Center (Permit Holder): Duval County Public Schools, 1701 Prudential Dr., Jacksonville, FL 32207. Box two contains the name of your school or department (Mailing Agent), address and telephone number. Box three contains your school name and your ghost number (schools only). Ghost number should be entered on the Customer Ref. ID line. Departments should leave this line blank.
- Mailing-Complete the box with Post Office of Mailing with your schools' zip code; Type of Postage: Permit Imprint; Processing Category: will usually be letters; Mailing Date: date submitted; Total Pieces: total number of letters to be mailed; No. and Type of Containers: will always be 2 ft. Letter Trays; and finally, at the bottom of the section, Move Update method: will always be the first one, Ancillary Service endorsement.
- Postage-Begin with Parts Competed selection, always use B. This refers to Part B on the back of the form. You will complete that section to give you a total for Total Postage.
- Part B (back of the form)-Always use B5. Enter the number of pieces of mail and multiply by the price, \$0.112. The result is the Total Postage, enter this on Part B and also on the front under the Postage section.
- Certification-Sign the form, print your name, include your telephone number.
- At the top of the form print the G/L (630371), Fund, Fund Center and Functional Area the postage should be charged. **Bulk mail will not be processed if this information is not included.**

Remember, when in doubt, call us. **390-2151**

Accounts Payable Website: [www.duvalschools.org / Departments / Business Services / Accounts Payable](http://www.duvalschools.org/Departments/Business%20Services/Accounts%20Payable)

PCard Manual Website: [www.duvalschools.org/Departments/Purchasing Services/ PCard Information / PCard Manual](http://www.duvalschools.org/Departments/Purchasing%20Services/PCard%20Information/PCard%20Manual)